



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-2

Ann Fishman, Treasurer  
Association of State Democratic  
Chairs Federal Operating Account  
430 South Capitol Street, S.E.  
Washington, DC 20003

JUN - 5 1996

Identification Number: C00259481

Reference: April Quarterly Report (1/1/96-3/31/96)

Dear Ms. Fishman:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your EVENT YEAR-TO-DATE calculations for Administrative/Voter Drive are incorrect. EVENT YEAR-TO-DATE totals for administrative and voter drive costs are derived by aggregating all disbursements during the calendar year for the whole Administrative/Voter Drive category, not by individual purpose such as "Utilities" or "Rent". Please amend your report by providing the correct Administrative/Voter Drive EVENT YEAR-TO-DATE totals.

-Please amend your report by providing the address for each disbursement itemized on Schedule H4 supporting Line 21(a).

-Your report includes computer produced formats of the Summary Page, Detailed Summary Page, Schedule A and Schedules H1, H3 and H4. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on

*Celebrating the Commission's 20th Anniversary*

YESTERDAY, TODAY AND TOMORROW  
DEDICATED TO KEEPING THE PUBLIC INFORMED

our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

*Vincent R. Tallman*

Vincent R. Tallman  
Reports Analyst  
Reports Analysis Division

263

9 6 0 3 0 : 4 5 0 2

9 6 0 3 0 5 4 5 0 4 3

9 6 0 3 0 5 4 5 0 4 3

9 6 0 3 0 5 4 5 0 4 3